

Emailing from HuskyCT to Students' Uconn Email Accounts

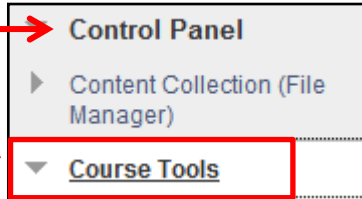
The instructor can use the Email tool in HuskyCT to send information to one or more of the students at their uconn.edu email addresses. A copy of the email will go to the instructor sending it. If students reply to the email received the response will go to the instructor's uconn.edu email address.

Instructors can access the "Send Email" function through Course Tools in the Control Panel and the Grade Center. To give students access, it must be added as a "Tool Link" to the left-hand navigation menu.

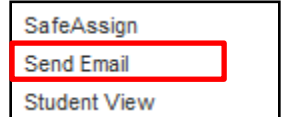
Instructor access to the Send Email function

Option 1: Through Course Tools

1. Go to "Control Panel" then "Course Tools"

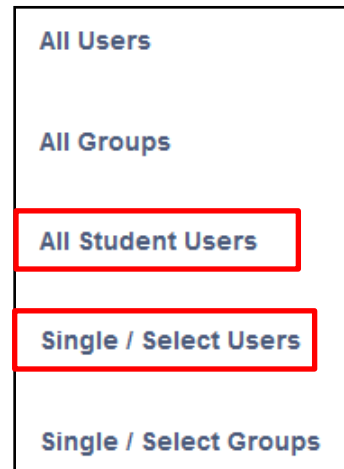


2. Click on "Send Email"



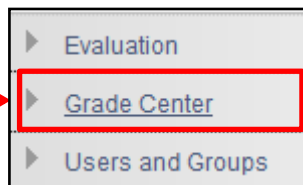
3. Click on one of the student recipient options

Please note: If "All Student Users" is chosen, the next step will be composing the email. If "Single/Select Users" is chosen you will need to first select the recipients from a list.

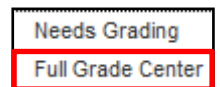


Option 2: Through the Grade Center

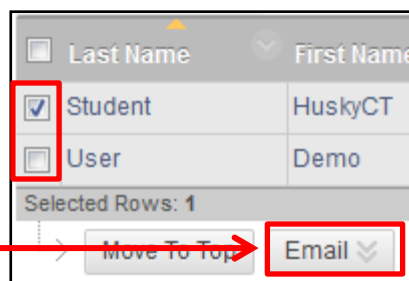
1. Click on "Grade Center" under "Control Panel"



2. Click "Full Grade Center"



2. Use the **checkboxes** to select 1 or more students



Please note: Use the checkbox at the top, next to Last Name, to select all.

3. Click "Email" button

Compose and send the email

Please note: There may be some minor differences in the appearance of the screen where the email is composed depending on where the Email tool was accessed (Course Tools or Grade Center)

The screenshot shows an email composition window. At the top is a 'Subject' field, highlighted with a red box and a callout 'Enter a Subject'. Below it is a 'Message' field with a rich text editor toolbar, highlighted with a red box and a callout 'Enter a Message'. Underneath the message field is a 'Path: p' label. Below that is a 'Return Receipt' section with a checkbox and the text 'A copy of this email will be sent to the sender.' A callout 'Check this box to have a record of the recipients of the email being sent' points to this checkbox. At the bottom of the message field is an 'Attachments' section with a button labeled 'Attach a file', highlighted with a red box and a callout 'Click on this link to attach a file. After one has been attached, you will have the option to attach another'.

Include list of recipients
A copy of this email will be sent to the sender.

Please note: The checkbox wording for recipient information shown above appears when email is sent from the Grade Center

Click "Submit" to send the email.

